



DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT REVENUE MANAGEMENT POLICY AND PROCEDURE MANUAL	POLICY NO. 407.1	EFFECTIVE DATE 10/1/89	PAGE 1 of 2
APPROVED BY: original signed by: ROBERTO QUIROZ Director	SUPERSEDES 418 4/17/89	ORIGINAL ISSUE DATE 4/17/89	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 The purpose of the Revenue Management Policy and Procedure Manual is to ensure that clinic personnel have the information available to allow them to perform their revenue generation duties in a proper and uniform manner.

POLICY

- 2.1 It is the policy of the Department of Mental Health (DMH) to have written procedures addressing all phases of operation.

RESPONSIBILITY

- 3.1 The Revenue Management Division has the responsibility for preparation and issuance of the Manual.
- 3.2 With the approval of this policy, the Director of Mental Health has, in effect, approved each procedure to be entered into the Manual. Therefore, immediate implementation and compliance is mandatory.

PROCESS

- 4.1 It is the intent to issue the procedures in accordance with the Table of Contents (Attachment I). As changes occur, the Table will be updated.

PROCEDURE

- 5.1 The Revenue Management Division will formulate, write, and issue all procedures. The procedures will be issued to personnel indicated on the Revenue Management "Manual Holders" mailing list. It will be the responsibility of the Department Deputy Directors to ensure the appropriate personnel are updating the list with the Revenue Management Division secretary so the list will always reflect the most recent additions/deletions (new providers and management changes).
- 5.2 The check list (Attachment II) shall be used by the manual holders so they may be assured they have a complete set of the most current procedures presently available.



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AUTHORITY

Welfare and Institutions Code, Sections 5715 and 5718

ATTACHMENTS

Attachment I	Table of Contents
Attachment II	Check List

**REVENUE MANAGEMENT DIVISION
POLICY AND PROCEDURE MANUAL**

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1.3
DEPARTMENT OF MENTAL HEALTH
REVENUE MANAGEMENT POLICIES AND PROCEDURES

ISSUE CONTROL RECORD

Each issue will be numbered sequentially as released. Although it may consist of more than one procedure, only one issue number will be assigned.

The corresponding number below is to be crossed off when new material is inserted in the manual. If at any time an issue is received and a prior number hasn't been crossed off, you should immediatly request the missing issue from the Revenue Management Division.

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